

TOWN OF AMHERST COMMITTEE CHARGE

Name: Community Development Committee

Appointing authority: Select Board

Type: Committee

Number of voting members: 7

Non-voting liaisons: Community Services Director

Town bylaw: No

Member appointment: 3 yrs.

The Committee will consist of seven (7) members that shall include one member representing the Housing Partnership/Fair Housing Committee and one (1) member representing the Public Transportation Committee. At least two Committee members must be low or moderate income as defined by the United States Department of Housing and Urban Development.

Committee Charge Summary:

The Committee will be responsible for making recommendations to the Select Board regarding the Town's Community Development Block Grant Program that includes both social service and non-social service community development activities.

The Committee will:

- gather input from low- and moderate-income Amherst residents that may include hosting community events and meetings to identify specific CDBG eligible activities,
- gather input from other boards and committees and Town departments regarding specific CDBG eligible activities,
- review and evaluate funding requests from Town boards/committees, local social service agencies, citizens and others interested in receiving CDBG project funding from the Town of Amherst,
- make recommendations to the Select Board regarding CDBG projects to be included in grant applications,
- participate in Select Board CDBG public hearings as required,
- monitor the progress of CDBG project implementation.

The committee will continue to be responsible for making recommendations to the Select Board regarding requests from social service agencies interested in receiving funding from the Town of Amherst.

The Committee will:

- review funding requests from Human Services agencies interested in receiving funding from the Town of Amherst establish appropriate procedures and adhere to Select Board guidelines in reviewing and recommending funding for Human Service agencies,
- make funding recommendations to the Select Board, the Finance Committee, and the Town Manager,
- schedule and hold public hearings as required,

- periodically evaluate social service agencies that may include an on-site review of program services,
- at each Annual Town Meeting the Community Development Committee will prepare a report that describes the services provided by each agency receiving Town funds. This will include information on the number of clients served in the proceeding fiscal year,
- inform Amherst residents of the services provided by these human service agencies via various means such as the Town website and monthly ACTV public announcements.

Voted at the June 7, 2006 Select Board Meeting